

Project Managers' Workgroup

MINUTES June 20th, 2005

Attending:

Sharon Hayes	ITS/EPMO
Glen Poplawski	ITS
Alisa Cutler	ITS/EPMO
Jim Tulenko	ITS
Shaw Erfani	ITS/EPMO
Steve Tedder	ITS/EPMO
Jesus Lopez	ITS/EPMO
Susanne Taylor	ESC
Nic Cols	DHHS
Gary Evans	DOT
Lynne Beck	DHHS/DMH
John Taffe	NCCCS
Salman Sheikh	OSA
Randy Moody	DENR
Travis Snipes	DHHS

Welcome/Introductions: **Bob Giannuzzi** welcomed everyone to the meeting, and he asked new members to introduce themselves. Approval of Minutes for April were called for and approved.

Sharon Hayes announced the successful completion of the PMP certification by Shannon Byers of OSC. A framed letter of congratulation from George Bakolia was read. She informed members that, since Shannon Byers was not present at the meeting, the certificate would be sent to her.

Sharon informed the group that she would like to list certified state employee project members on the EPMO website. She requested that agencies e-mail their list of certified project members to its.epmo@ncmail.net

Jim Tulenko reported on the progress of the Project Management Tool. He informed members that they are 25% through training of people who would be using the tool and that training is moving along.

He advised that the next step is the conversion of data from Monthly Status Reporting, which is being done by Dick McGee and Shaw Erfani of EPMO.

He also mentioned the follow-on phases to the tool (after Project Portfolio Management), which will include Application Portfolio Management (APM) and the Portfolio Optimizer and Resource Planning modules.

Jim requested from the PM Working Group more ideas on how to help people with the tool. He asked if there is a User Group where questions could be addressed. Jim will follow up on the suggestion that a listserv could be utilized. Jim responded to questions and concerns on the tool, in regard to status reporting.

Sharon Hayes summarized 'to do things' while converting status reporting.

- 1) Will send out a 'cheat sheet' to assist with status reporting.
- 2) Will ask Dick and Shaw to work on issues that may be tool related and affecting their report.

Jim Tulenko confirmed that questions asked in the training classes would be posted on the website.

Sharon Hayes distributed handouts with information on Corporate Executive Board's PMO Executive Council. She briefly explained its mission.

Sharon referred to the PMO Executive Council Aggregate Grading Exercise results on direction for their services and asked for feedback from agencies as to how agencies would rate potential services needed from the Council.

She encouraged agencies to participate, and notified members that ITS does have a subscription that could be shared with the group.

Sharon also informed the group that this Council is able to provide training.

Sharon then discussed the EPMO website and asked members to provide feedback.

The meeting moved on to Open Discussion, and **Bob Giannuzzi** informed members that he had put together a list of training opportunities that he thought might be helpful. He discussed finding a way for dynamic interaction between agencies whereby people who taken training courses could provide feedback to the Workgroup. This would assist agencies in deciding what training course would be most beneficial.

Gary Evans asked if agencies were allowed to use the PM classifications that have been established. Sharon said she thought no, but would verify.

The group then discussed areas for the PM working group to focus on over the next several months. They came up with the following prioritized list:

- 1) Qualifications of project managers
- 2) Education / Promotion of the profession / methodologies to the agencies
- 3) Lessons Learned
- 4) Project vs. program definition/methodology
- 5) Mentoring

6) Training/PDU opportunities

The team would still like to meet monthly. The next meeting will be held on Monday, July 18.